

Merit Promotion

Vacancy Announcement

Announcement No.: SW-2003-07

Opening Date: 6/20/2003

Closing Date: 7/11/2003

U.S. DEPARTMENT OF ENERGY

SOUTHWESTERN POWER ADMINISTRATION

POSITION: Contract Specialist, GS-1102-7/9

SALARY: GS-7 \$31,830 - \$41,380
GS-9 \$38,936 - \$50,617
GS-11 \$47,110 - \$61,248

ORGANIZATION LOCATION: Southwestern Power Administration,
Office of Corporate Facilities Services
Division of Acquisition and Facilities Services

DUTY LOCATION: Tulsa, OK

PROMOTION POTENTIAL: The full performance level of this position is a GS-11. Non-competitive promotion to the full performance level is dependent upon the expected progression of the duties and responsibilities of the position and the applicant meeting performance and qualification requirements.

WHO MAY APPLY: Current permanent Federal employees with competitive status, reinstatement eligibles, persons eligible for non-competitive appointment (VRA, severely physically disabled, etc.), CTAP/ICTAP eligibles, and certain preference eligible veterans.

DUTIES AND RESPONSIBILITIES: The incumbent of this position performs a wide range of contracting duties to support the mission of the Southwestern Power Administration including the procurement and administration of supplies, equipment, services, construction, and architect-engineering contracts. The incumbent negotiates with business and industry representatives for the acquisition of complex and non-complex systems, services, supplies or equipment. The incumbent is responsible for the full cycle of procurement functions; assists and provides guidance to the requester in the development of the work statements and specifications, analyzes requirements and determines the appropriate contract type and acquisition methodology; develops milestones; prepares position papers and other necessary file documentation; prepares and issues solicitation documents; evaluates objectives and performs negotiations; conducts pre- and post-award conferences; prepares and executes award instruments; monitors contractor performance; performs post-award contract administration (processing contract payments, settling contract claims, preparing contract modifications, ensuring contractor compliance with contract specifications and provisions, final inspections and closeout.)

The incumbent coordinates work efforts across program lines-engineering, maintenance, information technology, marketing, legal and administrative services-to ensure mission objectives are achieved.

NOTE: The duties and responsibilities described above are for the full performance level of the GS-11. Duties at the lower grade levels will vary in scope of assignment, level of responsibility, and amount of supervision.

WORK ENVIRONMENT: Work is conducted in an office setting. Occasional travel is required.

QUALIFICATION REQUIREMENTS: All qualification requirements (including any applicable selective factors) must be met by the closing date of the announcement. In order to qualify, you must meet the requirements in the Office of Personnel Management's (OPM) Operating Manual 'Qualification Standards for General Schedule Positions'. 1102 Series. It is available at <http://www.opm.gov/qualifications>
Applicants must meet Basic Requirements and Specialized Experience as defined below.

BASIC REQUIREMENTS: Successful completion of a full 4-year course of study leading to a bachelor's degree with a major in any field OR at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

NOTE: Employees currently in the GS-1102 series will be considered to meet to meet the basic qualifications for equivalent positions;

however, applicants must meet the specialized experience requirements for the grade applying.

IN ADDITION TO MEETING THE BASIC REQUIREMENTS:

GS-7: Applicants must have 1 year of specialized experience equivalent to at least the GS-5 in Federal service; or one full year of graduate education or law school; or superior academic achievement.

GS-9: Applicants must have 1 year of specialized experience equivalent to at least the GS-57 in Federal service; or two full years of progressively higher level graduate education or master's or equivalent graduate degree; or LL.B, or J.D. from an accredited institution.

Specialized experience is defined as experience using contracting regulations, procedures, and methodology applicable to contract award, contract planning, contract formation, cost/price analysis and negotiations, and administration, including sealed bidding and negotiation methods.

If you are substituting education for experience, you must submit copies of college transcripts, or a listing of college courses which show satisfactory completion of the required course work. Non-submission WILL result in your being rated ineligible, due to insufficient information to determine qualifying status.

SELECTIVE PLACEMENT FACTOR: This is an acquisition position. There are statutory requirements as described in the Department of Energy Acquisition Career Development Program, DOE O 361.1, dated 11-10-99, that must be met or waived prior to appointment. DOE O 361.1 is available at <http://www.directives.doe.gov/>. Certification as described below, is required for this position.

GS-07 - Applicants must satisfy the requirements of the Department of Energy Acquisition Career Development (ACD) Program or Department of Defense or other executive agency equivalent, including mandatory courses to qualify at the Level I; such as Fundamentals of Contracting and Contract Pricing.

GS-09 - Applicants must satisfy the requirements of the Department of Energy Acquisition Career Development (ACD) Program or Department of Defense or other executive agency equivalent, including mandatory courses to qualify at the Level II; such as Government Contract Law, Intermediate Contract Pricing, and Intermediate Contracting.

NOTE: Applicants must meet qualification and time-after-competitive-appointment requirements within 30 days of the closing date of this announcement.

BASIS OF EVALUATION: Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the ranking factors listed below. To receive proper consideration, ALL applicants should address the ranking factors on a supplemental sheet. The Ranking Factors are:

1. Knowledge of procurement and contracting laws, rules, regulations, and procedures.
2. Experience in utilizing Simplified Acquisition Procedures; developing, preparing and presenting terms and conditions in bids for advertised procurements or proposals for negotiated procurements for contract award; negotiating and awarding contracts, contract modifications; administering the terms and conditions of contracts including performance evaluation.
3. Experience in analyzing proposed prices or costs, including evaluation of technical and audit reports and evaluating methods of allocating costs through various types of overhead and general and administrative expense.
4. Ability to gather, analyze and organize various types of data.
5. Experience and ability to communicate effectively both orally and in writing.

The above knowledge, skills, and abilities will be the basis for determining which applicants are best qualified. **Applicants are strongly encouraged to address these five Ranking Factors as a supplemental narrative statement.**

SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

Federal employees eligible for transfer or reinstatement must submit a copy of their most recent SF 50, Notification of Personnel Action.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, must submit a copy of their DD-214, Certificate of Release or Discharge from Active Duty.

Veterans eligible under the Veterans' Readjustment Appointment or 30% or More Disabled Veteran Program must submit a copy of their DD-214, Certificate of Release or Discharge from Active Duty, SF-15 Application for 10-Point Veteran's Preference, other proof of preference.

To be considered under CTAP/ICTAP provisions, you must submit proof of eligibility - SF-50, separation notice, notice of proposed removal after declination of directed reassignment/transfer of function, certification of expected separation, or other notification of surplus.

This position is subject to financial disclosure. The incumbent will be required to file a Confidential Financial Disclosure Report, OGE-450.

NOTE: Relocation expenses may be authorized depending on funding availability.

HOW TO APPLY: Submit an application package containing the following:

1. A resume, other document such as an Optional Federal Employment application, OF 612, (found at www.opm.gov/forms/html/of.asp) or general employment application form. **See NOTE below.**
2. Indicate the lowest grade you will accept.
3. Documentation for veteran's preference or placement assistance programs.
4. If you are a current career or career-conditional Federal employee you must attach a copy of a Notification of Personnel Action (SF 50).
5. Supplemental narrative statement addressing the ranking factors.
6. Proof of appropriate Acquisition Career Development Program or equivalent certification.
7. A copy of college transcripts or a listing of college courses which show satisfactory completion of required course work.

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. Submit complete application package to:

U. S. Department of Energy	email - janet.hagar@swpa.gov
Southwestern Power Administration	fax - (918) 595-6656
Attn: Janet Hagar	
One West Third Street	
Tulsa, OK 74103-3519	

Applications received in the mail must be postmarked on or before the closing date and received in the Human Resources Management Office within 5 working days after the closing date of the vacancy announcement. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted. Electronic applications must be received by the closing date.**

CONTACT: For further information, you may contact Janet Hagar at (918) 595-6622, FAX (918) 595-6656, or by email janet.hagar@swpa.gov.

REASONABLE ACCOMMODATION: If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Your application must contain the information described in the Office of Personnel Management pamphlet, "Applying for a Federal Job" (found at www.opm.gov/forms/html/of.asp): (1) Announcement #, title, grade of the position for which you are applying (2) Your name, mailing address, and day and evening phone (3) Social Security # (4) Country of citizenship (5) Veteran's preference (6) Schools attended and dates (7) Work experience. Include job title, duties, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, and salary (8) Indicate whether we may contact your supervisor (9) Job-related training courses, skills, certificates and licenses, honors, awards and special accomplishments.

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